

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

February 2007 - June 30, 2007

Today's Date

County

Contract Organization Name

Your Name

Your Mailing Address

City, State, Zip

Your Work Phone Number

Fax

Your Work Email Address

February 1st thru
April 30th, 2007

14-May-07
Hot Springs

Hot Springs County Counseling Services, Inc.

Leo Hammond & Jane Norskpg

121 South 14th St.

Thermopolis, WY 82443

307-864-3138

307-864-3139

leoh@rtconnect.net

Please email this report as an **attachment** to...

Substance Abuse & Mental Health Services Division,
Wyo Dept. of Health
lisa.laake@health.wyo.gov

For information call 1-800-535-4006
or 307-777-6494

Please keep both a hard-copy and file copy for your records

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance					
1	SPF Staff Hired (report name, percent of time, email address, phone number) Leo Hammond - 25% - leoh@rtconnect.net - 864-3138: Jane Norskog - 75% - janen@rtconnect.net - 864-3138	1-Feb-07			
2	Supervise SPF staff/staff evaluation (note dates and any notes) Regular supervision occurs during weekly staff meetings, 3 hours per week.				
3	Name, title, and phone number of the staff's supervisor - Allan Braaten M.A., LPC - Executive Director - 864-3138				
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)			All requirements completed.	
5	Staff training and paid travel - Attendance at SPF/WFLI Kickoff March 5th & 6th. (list all training paid under the contract, dates, traveler name, amount) March 2007, Leo Hammond, \$280.29				
6	Notify the Division of any board of directors/staffing changes None				
7	Other Contract Work Agreements (report details) - Contract with WYSAC				
8	Complete agreement with SPF-TAC We have not been notified of any organization assuming this responsibility.				
9	Other				

B Needs Assessment Activities					
1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007		March 5th & 6th	
2	Needs Assessment Instrument Received	Feb or March 2007		March 5th & 6th	
3	Data Collection			Sent to WYSAC April 25th, 2007	
4	Data Analysis			On going	
5	Priorities Identified				
6	Needs Assessment Sent to SAD	1-Jun-07			
7	Receive SAD Comments @ Needs Assessment	15-Jun-07			
8	Revise Needs Assess/Submit Final				
9	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
C Community Infrastructure Activities					
1	Community Advisory Council Activities briefly list CAC activities - Hot Springs County CAC meets the first Wednesday of each month and has had numerous other smaller group meetings.				
2	Community Advisory Council Meetings List dates & number of people who attended				
	See below for membership report				

3	Budget and Funding Approved by CAC (<i>attach minutes</i>) HSC CAC reviewed Grant Application which included the SPF-SIG Budget on December 6th, 2006. Minutes were not taken at that meeting. A copy of the meeting announcement via email and the agenda are attached.				
4	Community Resource Assessment note date and attach report				
5	Present Findings/Process to Community				
6	(Optional) local SAPST and/or CADCA Training for SAC/Community - Both SAPST & CADCA information have been presented at various times to the HSC CAC and to individuals.				
7	Briefly describe how the community was involved in the SPF process during this reporting period - HSC CAC has been consistently participating in this Project via monthly and an extra bi-monthly meeting, hours and hours of personal and professional time gathering data, meeting in small groups, and community meetings.				
8	Other CAC/Infrastructure				

D Strategic Planning Activity

Attend Strategic Planning Training	Jul-07			
Receive Strategic Planning Materials from SAD				
Research Evidence Based Strategies				
Match Strategies to Data/Needs				
Write Strategic Plan				
Submit Strategic Plan to SAD				
Receive SAD Comments/Revise/Final Plan	31-Aug-07			
Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
E	Implementation (only with SAD approval)				

F Deliverables and Assurances Reports

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07			
2	May 15: Submit Expenditure Report to SAD	15-May-07			
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07			
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07			
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07			
7	Complete evaluation agreement with WySAC	30-Mar-07		25-Mar-07	
8	Provide any other evaluation information				
9	Submit any requested data				
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews				
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
G	Other Information				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant - Executive Director meets monthly with the Agency's Board of Directors to update and discuss all related business.				
2	Restricted activities (report any approval requested and received for these)				
	fairs/brochures/educational materials				
	media - Hot Springs County has for years as a community, organized Health Fairs, developed brochures and educational materials to address substance abuse and other concerns. At this time no funds have been allocated for programming. This will be looked at after Strategic Planning is completed and programming is determined.				
3	Please note any significant changes from the budget submitted in the application.				

